

## TOPIC 10: EMPLOYEE MAINTENANCE INQUIRIES AND REPORTS

The final topic in the Employee Maintenance course is material on Inquiry windows. Inquiries provide the user with the ability to look up information about a particular employee and to verify entered information. The purpose of this course is to learn the processes necessary to obtain summary/detailed information regarding employees.

**At the end of this topic, you will be able to:**

- Look up pertinent information about a particular employee
- Verify information entered on an employee
- Access any of the Inquiry windows



## EMPLOYEE MAINTENANCE PROCESS CHART

### Step 1: ESTABLISHING AN EMPLOYEE

Employment Status  
Maintenance (ESMT)

### Step 2: ESTABLISHING & MAINTAINING EMPLOYEE ATTRIBUTES

Employee Address  
Maintenance (ADDR)

Licenses and  
Certifications (LCNS)

Employee Attributes  
Maintenance (ATTR)

Employee Contact  
Information (EMER)

Agency Specific &  
Accounting Data (AGYS,  
AGYA, AGYD)

Pass Information  
(PASS)

Employee ID Change  
(EIDC)

Employee Name  
Change (ENCH)

### Step 3: PERFORMING PERSONNEL ACTIONS

Employment Status  
Maintenance (ESMT)

### Step 4: EMPLOYEE MAINTENANCE INQUIRIES

- ☐ Employee Roster by Name (QXRF)
- ☐ Employee Roster by Employee ID (QXR2)
- ☐ Employee Roster by Social Security Number (QXR4)
- ☐ Employee Roster by Pay Location (QXR5)
- ☐ Employee Roster by Agency and Organization (QXR6)
- ☐ Employee Folder (QXRSF)
- ☐ Employee Pay Rate History (QRTE)
- ☐ Employee Pay Summary Inquiry (QPSM)
- ☐ Employment Verification (QVER)
- ☐ Employee Education Summary (QEDS)
- ☐ Historical Name Change Cross Reference (QNCX)
- ☐ Employment Status Maintenance Log Detail (QESD)
- ☐ County by Name (QCTY)



## INQUIRIES

Inquiries provide management reports for easy viewing of pertinent information. Some inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows. Inquiry windows are used to view information only. They cannot be used to update the database. Another important aspect of inquiry windows is that it utilizes an idea called “Real Time”. Real Time is the idea that when an action is taken that impacts an Inquiry, its effects are immediately activated in the SAM II HR/Payroll System as long as the information has been accepted and updated the database.

The Inquiry Windows related to employee maintenance include:

- Employee Roster by Employee Name (QXRF)
- Employee Roster by Employee ID (QXR2)
- Employee Roster by Employee Social Security Number (QXR4)
- Employee Roster by Pay Location (QXR5)
- Employee Roster by Agency and Organization (QXR6)
- Employee Folder (QXRSF)
- Employee Pay Rate History Inquiry (QRTE)
- Employee Pay Summary Inquiry (QPSM)
- Employment Verification Inquiry (QVER)
- Employee Education Summary (QEDS)
- Historical Name Change Cross-Reference Inquiry (QNCX)
- Employment Status Maintenance Log Detail Inquiry (QESD)
- County by Name (QCTY)



## EMPLOYEE ROSTER BY EMPLOYEE NAME (QXRF)

|    | Employee Name    | Employee ID | Alternate ID | Appointment ID | Status | Title  | Agency |
|----|------------------|-------------|--------------|----------------|--------|--------|--------|
| 1  | BLACK, JOHN S    | 010 51 0003 |              |                | 1      | A00001 | 010    |
| 2  | BLUME, JUDY      | 060 31 0004 |              |                | 1      | 009811 | 300    |
| 3  | BLUME, JUDY      | 060 32 0004 |              |                | 1      | 009811 | 780    |
| 4  | BRADY, HOPE S    | 010 51 0002 |              |                | 1      | A00001 | 010    |
| 5  | CONNORS, CAROL   | 060 41 0003 |              |                | 1      | P10008 | 555    |
| 6  | CONNORS, CAROL   | 060 42 0003 |              |                | 1      | A00029 | 010    |
| 7  | COSTNER, KEVIN   | 060 33 0005 |              |                | 1      | 009811 | 931    |
| 8  | DAVIS, KATHY A   | 111 22 3333 |              |                | 1      | 000150 | 650    |
| 9  | DEVERAUX, JACK D | 010 51 0004 |              |                | 1      | A00001 | 010    |
| 10 | DIGGER, JERRY    | 060 31 0002 |              |                | 1      | 009811 | 300    |
| 11 | DIGGER, JERRY    | 060 32 0002 |              |                | 1      | 009811 | 780    |
| 12 | GARCIA, JERRY    | 060 33 0001 |              |                | 1      | 009811 | 931    |
| 13 | GRANT, LOU       | 060 33 0004 |              |                | 1      | 009811 | 931    |
| 14 | JACKSON, CARLA J | 040 38 0001 |              |                | 1      | 004322 | 650    |

|    | Alternate ID | Appointment ID | Status | Title  | Agency | Organization | Pay Location | Work Location |
|----|--------------|----------------|--------|--------|--------|--------------|--------------|---------------|
| 1  |              |                | 1      | A00001 | 010    | 2025         | 9HST02       | 9HST02        |
| 2  |              |                | 1      | 009811 | 300    | 3070         |              |               |
| 3  |              |                | 1      | 009811 | 780    | 4434         |              |               |
| 4  |              |                | 1      | A00001 | 010    | 2025         | 9HST02       | 9HST02        |
| 5  |              |                | 1      | P10008 | 555    | 3578         |              |               |
| 6  |              |                | 1      | A00029 | 010    | 2016         |              |               |
| 7  |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 8  |              |                | 1      | 000150 | 650    | 4115         |              |               |
| 9  |              |                | 1      | A00001 | 010    | 2025         | 9HST02       | 9HST02        |
| 10 |              |                | 1      | 009811 | 300    | 3070         |              |               |
| 11 |              |                | 1      | 009811 | 780    | 4434         |              |               |
| 12 |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 13 |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 14 |              |                | 1      | 004322 | 650    | MI00         |              |               |

## EMPLOYEE ROSTER BY NAME (QXRF)



The QXRF is an on-line window that displays a list of all employees and basic information sorted in alphabetical order by employee name. The employee's name is the main character that allows you to access information on this window.

**Step 1** To open the QXRF from the SAM II Desktop Navigator window, click on the GO TO icon. Type QXRF in the "CODE". Select OPEN.

**Step 2** Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – The employee's ID is displayed.

**ALTERNATE ID** – The employee's alternate ID, if any, is displayed.

**APPOINTMENT ID** – If the employee holds more than one position, an appointment ID is assigned to identify the secondary appointment. If this field is blank, the employee data pertains to the employee's primary appointment.

**STATUS** – The employee's employment status is displayed.

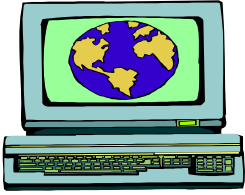
**TITLE** – The employee's title is displayed.

**AGENCY** – The agency (i.e., operating entity) the employee reports to is displayed.

**ORGANIZATION** – The organization the employee reports to is displayed.

**PAY LOCATION** – The location where the employee's paycheck is delivered is displayed.

**WORK LOCATION** – The location where the employee works is displayed.



## EMPLOYEE ROSTER BY EMPLOYEE ID (QXR2)

| Employee Roster by Employee ID |             |                   |              |                |                   |        |
|--------------------------------|-------------|-------------------|--------------|----------------|-------------------|--------|
|                                | Employee ID | Employee Name     | Alternate ID | Appointment ID | Employment Status | Title  |
| 1                              | 060 32 0004 | BLUME, JUDY       |              |                | 1                 | 009811 |
| 2                              | 060 32 0005 | ANDREWS, SANDY    |              |                | 1                 | 009811 |
| 3                              | 060 33 0001 | GARCIA, JERRY     |              |                | 1                 | 009811 |
| 4                              | 060 33 0002 | TIEGS, CHERLY     |              |                | 1                 | 009811 |
| 5                              | 060 33 0003 | JONES, SHIRLEY    |              |                | 1                 | 009811 |
| 6                              | 060 33 0004 | GRANT, LOU        |              |                | 1                 | 009811 |
| 7                              | 060 33 0005 | COSTNER, KEVIN    |              |                | 1                 | 009811 |
| 8                              | 060 41 0001 | BARNES, KEVIN     |              |                | 1                 | P10008 |
| 9                              | 060 41 0002 | QUINN, CHRISTY    |              |                | 1                 | P10008 |
| 10                             | 060 41 0003 | CONNORS, CAROL    |              |                | 1                 | P10008 |
| 11                             | 060 41 0004 | MACGREGOR, SERENA |              |                | 1                 | P10008 |
| 12                             | 060 41 0005 | MACKADE, DEVIN    |              |                | 1                 | P10008 |
| 13                             | 060 42 0001 | BARNES, KEVIN     |              |                | 1                 | A00029 |
| 14                             | 060 42 0002 | QUINN, CHRISTY    |              |                | 1                 | A00029 |

| Employee Roster by Employee ID |              |                |                   |        |        |              |              |
|--------------------------------|--------------|----------------|-------------------|--------|--------|--------------|--------------|
|                                | Alternate ID | Appointment ID | Employment Status | Title  | Agency | Organization | Pay Location |
| 1                              |              |                | 1                 | 009811 | 780    | 4434         |              |
| 2                              |              |                | 1                 | 009811 | 780    | 4434         |              |
| 3                              |              |                | 1                 | 009811 | 931    | 4150         |              |
| 4                              |              |                | 1                 | 009811 | 931    | 4150         |              |
| 5                              |              |                | 1                 | 009811 | 931    | 4150         |              |
| 6                              |              |                | 1                 | 009811 | 931    | 4150         |              |
| 7                              |              |                | 1                 | 009811 | 931    | 4150         |              |
| 8                              |              |                | 1                 | P10008 | 555    | 3578         |              |
| 9                              |              |                | 1                 | P10008 | 555    | 3578         |              |
| 10                             |              |                | 1                 | P10008 | 555    | 3578         |              |
| 11                             |              |                | 1                 | P10008 | 555    | 3578         |              |
| 12                             |              |                | 1                 | P10008 | 555    | 3578         |              |
| 13                             |              |                | 1                 | A00029 | 010    | 2016         |              |
| 14                             |              |                | 1                 | A00029 | 010    | 2016         |              |



## EMPLOYEE ROSTER BY ID (QXR2)

The QXR2 is an on-line window that displays a list of all employees and basic information for each employee sorted by employee ID. The Employee's ID is the main character that allows you to access information on this screen.

**Step 1** To open the QXR2 from the SAM II Desktop Navigator window, click the GO TO icon. Type QXR2 in the "CODE". Select OPEN.

**Step 2** Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**EMPLOYEE ID** - Displays the employee's social security number. The social security number can be entered to access information specific to a particular employee.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGANIZATION** – Displays the organization to which the employee reports.

**PAY LOCATION** – Displays the location where the employee's paycheck is delivered.

**WORK LOCATION** – Displays the location where the employee works.



## EMPLOYEE ROSTER BY SOCIAL SECURITY NUMBER (QXR4)

|    | SSN       | Employee Name     | Employee ID | Appointment ID | Employment Status | Title  |
|----|-----------|-------------------|-------------|----------------|-------------------|--------|
| 1  | 060320004 | BLUME, JUDY       | 060 32 0004 |                | 1                 | 009811 |
| 2  | 060320005 | ANDREWS, SANDY    | 060 32 0005 |                | 1                 | 009811 |
| 3  | 060330001 | GARCIA, JERRY     | 060 33 0001 |                | 1                 | 009811 |
| 4  | 060330002 | TIEGS, CHERLY     | 060 33 0002 |                | 1                 | 009811 |
| 5  | 060330003 | JONES, SHIRLEY    | 060 33 0003 |                | 1                 | 009811 |
| 6  | 060330004 | GRANT, LOU        | 060 33 0004 |                | 1                 | 009811 |
| 7  | 060330005 | COSTNER, KEVIN    | 060 33 0005 |                | 1                 | 009811 |
| 8  | 060410001 | BARNES, KEVIN     | 060 41 0001 |                | 1                 | P10008 |
| 9  | 060410002 | QUINN, CHRISTY    | 060 41 0002 |                | 1                 | P10008 |
| 10 | 060410003 | CONNORS, CAROL    | 060 41 0003 |                | 1                 | P10008 |
| 11 | 060410004 | MACGREGOR, SERENA | 060 41 0004 |                | 1                 | P10008 |
| 12 | 060410005 | MACKADE, DEVIN    | 060 41 0005 |                | 1                 | P10008 |
| 13 | 060420001 | BARNES, KEVIN     | 060 42 0001 |                | 1                 | A00029 |
| 14 | 060420002 | QUINN, CHRISTY    | 060 42 0002 |                | 1                 | A00029 |

|    | Employee ID | Appointment ID | Employment Status | Title  | Agency | Organization | Pay Location | Work Location |
|----|-------------|----------------|-------------------|--------|--------|--------------|--------------|---------------|
| 1  | 060 32 0004 |                | 1                 | 009811 | 780    | 4434         |              |               |
| 2  | 060 32 0005 |                | 1                 | 009811 | 780    | 4434         |              |               |
| 3  | 060 33 0001 |                | 1                 | 009811 | 931    | 4150         |              |               |
| 4  | 060 33 0002 |                | 1                 | 009811 | 931    | 4150         |              |               |
| 5  | 060 33 0003 |                | 1                 | 009811 | 931    | 4150         |              |               |
| 6  | 060 33 0004 |                | 1                 | 009811 | 931    | 4150         |              |               |
| 7  | 060 33 0005 |                | 1                 | 009811 | 931    | 4150         |              |               |
| 8  | 060 41 0001 |                | 1                 | P10008 | 555    | 3578         |              |               |
| 9  | 060 41 0002 |                | 1                 | P10008 | 555    | 3578         |              |               |
| 10 | 060 41 0003 |                | 1                 | P10008 | 555    | 3578         |              |               |
| 11 | 060 41 0004 |                | 1                 | P10008 | 555    | 3578         |              |               |
| 12 | 060 41 0005 |                | 1                 | P10008 | 555    | 3578         |              |               |
| 13 | 060 42 0001 |                | 1                 | A00029 | 010    | 2016         |              |               |
| 14 | 060 42 0002 |                | 1                 | A00029 | 010    | 2016         |              |               |





## EMPLOYEE ROSTER BY EMPLOYEE SOCIAL SECURITY NUMBER (QXR4)

The QXR4 is an on-line window that displays a list of all employees and basic information sorted by employee's social security number. The employee's social security number is the main character that allows you to access information on this window.

**Step 1** To access the QXR4, click the Go To icon. Type QXR4 in the text box below the *Code* column. Select OPEN.

**Step 2** Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**SSN** - An employee's social security number can be entered to access a specific employee's information. Displays the employee's social security number.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's ID (social security number).

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

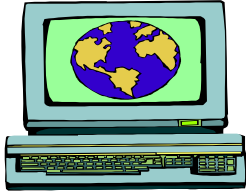
**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGANIZATION** – Displays the organization to which the employee reports.

**PAY LOCATION** – Displays the location where the employee's paycheck is delivered.

**WORK LOCATION** – Displays the location where the employee works.



## EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

| Employee Roster by Pay Location |              |                  |             |              |                |        |        |
|---------------------------------|--------------|------------------|-------------|--------------|----------------|--------|--------|
|                                 | Pay Location | Employee Name    | Employee ID | Alternate ID | Appointment ID | Status | Title  |
| 1                               | 9HST02       | BLACK, JOHN S    | 010 51 0003 |              |                | 1      | A00001 |
| 2                               | 9HST02       | BRADY, HOPE S    | 010 51 0002 |              |                | 1      | A00001 |
| 3                               | 9HST02       | DEVERAUX, JACK D | 010 51 0004 |              |                | 1      | A00001 |
| 4                               | 9HST02       | REED, AUSTIN L   | 010 51 0005 |              |                | 1      | A00001 |
| 5                               | 9HST02       | RUSSELL, KERRI R | 010 51 0001 |              |                | 1      | A00001 |
| 6                               |              |                  |             |              |                |        |        |
| 7                               |              |                  |             |              |                |        |        |
| 8                               |              |                  |             |              |                |        |        |
| 9                               |              |                  |             |              |                |        |        |
| 10                              |              |                  |             |              |                |        |        |
| 11                              |              |                  |             |              |                |        |        |
| 12                              |              |                  |             |              |                |        |        |
| 13                              |              |                  |             |              |                |        |        |
| 14                              |              |                  |             |              |                |        |        |

| Employee Roster by Pay Location |             |              |                |        |        |        |      |               |
|---------------------------------|-------------|--------------|----------------|--------|--------|--------|------|---------------|
|                                 | Employee ID | Alternate ID | Appointment ID | Status | Title  | Agency | Orgn | Work Location |
| 1                               | 010 51 0003 |              |                | 1      | A00001 | 010    | 2025 | 9HST02        |
| 2                               | 010 51 0002 |              |                | 1      | A00001 | 010    | 2025 | 9HST02        |
| 3                               | 010 51 0004 |              |                | 1      | A00001 | 010    | 2025 | 9HST02        |
| 4                               | 010 51 0005 |              |                | 1      | A00001 | 010    | 2025 | 9HST02        |
| 5                               | 010 51 0001 |              |                | 1      | A00001 | 010    | 2025 | 9HST02        |
| 6                               |             |              |                |        |        |        |      |               |
| 7                               |             |              |                |        |        |        |      |               |
| 8                               |             |              |                |        |        |        |      |               |
| 9                               |             |              |                |        |        |        |      |               |
| 10                              |             |              |                |        |        |        |      |               |
| 11                              |             |              |                |        |        |        |      |               |
| 12                              |             |              |                |        |        |        |      |               |
| 13                              |             |              |                |        |        |        |      |               |
| 14                              |             |              |                |        |        |        |      |               |



## EMPLOYEE ROSTER BY PAY LOCATION (QXR5)

The QXR5 is an on-line window that displays a list of all employees and basic information sorted by employee's pay location codes, then alphabetically by employee's name. The pay location code is the main character that allows you to access information on this window.

**Step 1** To access the QXR5, click the Go To icon. Type QXR5 in the text box below the Code column header. Select Open.

**Step 2** Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**PAY LOCATION** - Displays all pay locations. A pay location can be entered to access information specific to that location.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's ID.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

**AGENCY** – Displays the agency (i.e., operating entity) to which the employee reports.

**ORGN** – Displays the organization to which the employee reports.

**WORK LOCATION** – Displays the location where the employee works.



## EMPLOYEE ROSTER BY AGENCY AND ORGANIZATION (QXR6)

|    | Agency | Orgn | Employee Name     | Employee ID | Alternate ID | Appointment ID | Status | Title |
|----|--------|------|-------------------|-------------|--------------|----------------|--------|-------|
| 1  | 010    | 2016 | BARNES, KEVIN     | 060 42 0001 |              |                | 1      | A00   |
| 2  | 010    | 2016 | CONNORS, CAROL    | 060 42 0003 |              |                | 1      | A00   |
| 3  | 010    | 2016 | MACGREGOR, SERENA | 060 42 0004 |              |                | 1      | A00   |
| 4  | 010    | 2016 | MACKADE, DEVIN    | 060 42 0005 |              |                | 1      | A00   |
| 5  | 010    | 2016 | QUINN, CHRISTY    | 060 42 0002 |              |                | 1      | A00   |
| 6  | 010    | 2025 | BLACK, JOHN S     | 010 51 0003 |              |                | 1      | A00   |
| 7  | 010    | 2025 | BRADY, HOPE S     | 010 51 0002 |              |                | 1      | A00   |
| 8  | 010    | 2025 | DEVERAUX, JACK D  | 010 51 0004 |              |                | 1      | A00   |
| 9  | 010    | 2025 | PITT, BRAD        | 010 51 0006 |              |                | 1      | A00   |
| 10 | 010    | 2025 | REED, AUSTIN L    | 010 51 0005 |              |                | 1      | A00   |
| 11 | 010    | 2025 | RUSSELL, KERRI R  | 010 51 0001 |              |                | 1      | A00   |
| 12 | 010    | 2025 | RUSSELL, KERRI R  | 777 01 0001 |              |                | 1      | A00   |
| 13 | 010    | 2025 | RUSSELL, KERRI R  | 777 01 0002 |              |                | 1      | A00   |
| 14 | 300    | 2350 | JACOBSEN, JENNY S | 040 31 0001 |              |                | 2      | 000   |

|    | Employee ID | Alternate ID | Appointment ID | Status | Title  | Pay Location | Work Location |
|----|-------------|--------------|----------------|--------|--------|--------------|---------------|
| 1  | 060 42 0001 |              |                | 1      | A00029 |              |               |
| 2  | 060 42 0003 |              |                | 1      | A00029 |              |               |
| 3  | 060 42 0004 |              |                | 1      | A00029 |              |               |
| 4  | 060 42 0005 |              |                | 1      | A00029 |              |               |
| 5  | 060 42 0002 |              |                | 1      | A00029 |              |               |
| 6  | 010 51 0003 |              |                | 1      | A00001 | 9HST02       | 9HST02        |
| 7  | 010 51 0002 |              |                | 1      | A00001 | 9HST02       | 9HST02        |
| 8  | 010 51 0004 |              |                | 1      | A00001 | 9HST02       | 9HST02        |
| 9  | 010 51 0006 |              |                | 1      | A00001 |              |               |
| 10 | 010 51 0005 |              |                | 1      | A00001 | 9HST02       | 9HST02        |
| 11 | 010 51 0001 |              |                | 1      | A00001 | 9HST02       | 9HST02        |
| 12 | 777 01 0001 |              |                | 1      | A00001 |              |               |
| 13 | 777 01 0002 |              |                | 1      | A00001 |              |               |
| 14 | 040 31 0001 |              |                | 2      | 000411 |              |               |



## EMPLOYEE ROSTER BY AGENCY AND ORGANIZATION (QXR6)

The QXR6 is an on-line window that displays a list of all employees and basic information sorted by Agency/Organization order, then alphabetically by employee name. The Agency/Organization is the main character that allows you to access information on this window

**Step 1** To access the QXR6, use the GO TO icon. Type QXR6 in the text box below the Code column header. Select Open.

**Step 2** Enter an agency number in the **AGENCY** field to begin the list at a specific pay location. Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**AGENCY** - Displays the agency; however, based on the security levels established, an agency can be entered to access information for employees in that specific agency.

**ORGN** – Displays the organization; however, based on the security levels established, an organization can be entered to access information for employees in that specific organization.

**EMPLOYEE NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Displays the employee's social security number.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**STATUS** – Displays the employee's employment status.

**TITLE** -- Displays the employee's title.

**PAY LOCATION** – Displays the employee's pay location.

**WORK LOCATION** – Displays the employee's work location.



## EMPLOYEE ROSTER (QXRSF)

**Employee Roster**

Search by: ☒ Name ☐ Employee ID ☐ Alternate ID ☐ SSN ☐ Pay Location ☐ Agency & Org

|    | Employee Name    | Employee ID | Alternate ID | Appointment ID | Status | Title  | A |
|----|------------------|-------------|--------------|----------------|--------|--------|---|
| 2  | BLUME, JUDY      | 060 32 0004 |              |                | 1      | 009811 |   |
| 3  | BRADY, HOPE S    | 010 51 0002 |              |                | 1      | A00001 |   |
| 4  | CONNORS, CAROL   | 060 41 0003 |              |                | 1      | P10008 |   |
| 5  | CONNORS, CAROL   | 060 42 0003 |              |                | 1      | A00029 |   |
| 6  | COSTNER, KEVIN   | 060 33 0005 |              |                | 1      | 009811 |   |
| 7  | DAVIS, KATHY A   | 111 22 3333 |              |                | 1      | 000150 |   |
| 8  | DEVERAUX, JACK D | 010 51 0004 |              |                | 1      | A00001 |   |
| 9  | DIGGER, JERRY    | 060 31 0002 |              |                | 1      | 009811 |   |
| 10 | DIGGER, JERRY    | 060 32 0002 |              |                | 1      | 009811 |   |
| 11 | GARCIA, JERRY    | 060 33 0001 |              |                | 1      | 009811 |   |
| 12 | GRANT, LOU       | 060 33 0004 |              |                | 1      | 009811 |   |
| 13 | JACKSON, CARLA J | 040 38 0001 |              |                | 1      | 004322 |   |

Browse More Data Open Cancel

**Employee Roster**

Search by: ☒ Name ☐ Employee ID ☐ Alternate ID ☐ SSN ☐ Pay Location ☐ Agency & Org

|    | Alternate ID | Appointment ID | Status | Title  | Agency | Organization | Pay Location | Work Location |
|----|--------------|----------------|--------|--------|--------|--------------|--------------|---------------|
| 2  |              |                | 1      | 009811 | 780    | 4434         |              |               |
| 3  |              |                | 1      | A00001 | 010    | 2025         | 9HST02       | 9HST02        |
| 4  |              |                | 1      | P10008 | 555    | 3578         |              |               |
| 5  |              |                | 1      | A00029 | 010    | 2016         |              |               |
| 6  |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 7  |              |                | 1      | 000150 | 650    | 4115         |              |               |
| 8  |              |                | 1      | A00001 | 010    | 2025         | 9HST02       | 9HST02        |
| 9  |              |                | 1      | 009811 | 300    | 3070         |              |               |
| 10 |              |                | 1      | 009811 | 780    | 4434         |              |               |
| 11 |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 12 |              |                | 1      | 009811 | 931    | 4150         |              |               |
| 13 |              |                | 1      | 004322 | 650    | M100         |              |               |

Browse More Data Open Cancel

## EMPLOYEE ROSTER (QXRSF)



The QXRSF is an on-line window that displays a list of all employees and basic information that can be sorted in a variety of ways.

**Step 1** To access the QXRSF, use the GO TO icon. Type QXRSF in the text box below the Code column header. Select Open.

**Step 2** Select your choice of how to have the employee roster sorted - by Name, Employee ID, Alternate ID, SSN, Pay Location, or Agency and Organization. Make an entry to begin the list at a specific place. Select **DISPLAY: BROWSE DATA** to display employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**EMPLOYEE NAME** – Displays the employee name.

**EMPLOYEE ID** – Displays the employee's social security number.

**ALTERNATE ID** – Displays the employee's alternate ID, if any.

**APPOINTMENT ID** – If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.

**STATUS** – Displays the employee's employment status.

**TITLE** – Displays the employee's title.

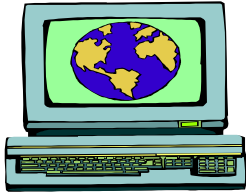
**AGENCY** - Displays the agency; however, based on the security levels established, an agency can be entered to access information for employees in that specific agency.

**ORGANIZATION** – Displays the organization; however, based on the security levels established, an organization can be entered to access information for employees in that specific organization.

**PAY LOCATION** – Displays the employee's pay location.

**WORK LOCATION** – Displays the employee's work location.





## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Employee Pay Rate History Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Appointment ID:   

Selection Date: 07 / 19 / 00 Pay Type:   

|    | Effective Date | Expiration Date | Personnel Action | Employment Status | Title / Sub-title | Table Driven Pay | Grade | Step | Ag |
|----|----------------|-----------------|------------------|-------------------|-------------------|------------------|-------|------|----|
| 1  | 05 18 00       | 07 19 00        | CHCON            | 1                 | 000412 J1         | Y                | A23   | F    |    |
| 2  | 05 17 00       | 05 17 00        | CHCON            | 1                 | 000412 J1         | Y                | A23   | E    |    |
| 3  |                |                 |                  |                   |                   |                  |       |      |    |
| 4  |                |                 |                  |                   |                   |                  |       |      |    |
| 5  |                |                 |                  |                   |                   |                  |       |      |    |
| 6  |                |                 |                  |                   |                   |                  |       |      |    |
| 7  |                |                 |                  |                   |                   |                  |       |      |    |
| 8  |                |                 |                  |                   |                   |                  |       |      |    |
| 9  |                |                 |                  |                   |                   |                  |       |      |    |
| 10 |                |                 |                  |                   |                   |                  |       |      |    |

**Employee Pay Rate History Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Appointment ID:   

Selection Date: 07 / 19 / 00 Pay Type:   

|    | Table Driven Pay | Grade | Step | Agency | Organization | Amount Basis | Pay Rate   | Component Pay Type |
|----|------------------|-------|------|--------|--------------|--------------|------------|--------------------|
| 1  | Y                | A23   | F    | 300    | 2350         | P            | 1,216.0000 |                    |
| 2  | Y                | A23   | E    | 300    | 2350         | P            | 1,190.5000 |                    |
| 3  |                  |       |      |        |              |              |            |                    |
| 4  |                  |       |      |        |              |              |            |                    |
| 5  |                  |       |      |        |              |              |            |                    |
| 6  |                  |       |      |        |              |              |            |                    |
| 7  |                  |       |      |        |              |              |            |                    |
| 8  |                  |       |      |        |              |              |            |                    |
| 9  |                  |       |      |        |              |              |            |                    |
| 10 |                  |       |      |        |              |              |            |                    |



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)



The Employee Pay Rate History Inquiry (QRTE) window displays detailed pay rate information for an employee. This window can also be used to scan an employee's pay progression.

**Step 1** To access the QRTE, use the GO TO icon. Type QRTE in the text box below the Code column header. Select Open.

**Step 2** Populate the following field to narrow your search on the QRTE window.

**NAME** – Inferred. Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Required. Enter the employee's social security number. Type 040-71-0001.

**APPOINTMENT ID** – Optional. If the employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.

**SELECTION DATE** – Optional. The current date is displayed; however, you may enter a date to retrieve information for a specific day.

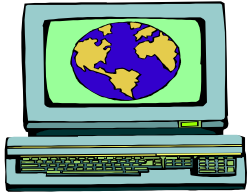
**PAY TYPE** – Optional. You can enter a specific pay type to see the information for the current year or a specified year. Valid values are located on the Event Type (EVNT) window. The type of pay the employee received on the given date is displayed. If blank, only rates for base pay type are displayed.

Select **DISPLAY: BROWSE DATA** to display employee information.

**Step 3** Let's look at the fields to gain an understanding of each.

**EFFECTIVE DATE** – The date data became effective is displayed.

**EXPIRATION DATE** – Displays the date data expires.



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Employee Pay Rate History Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Appointment ID:   

Selection Date: 07 / 19 / 00 Pay Type:   

|    | Effective Date | Expiration Date | Personnel Action | Employment Status | Title / Sub-title | Table Driven Pay | Grade | Step | Ag |
|----|----------------|-----------------|------------------|-------------------|-------------------|------------------|-------|------|----|
| 1  | 05 18 00       | 07 19 00        | CHCON            | 1                 | 000412 J1         | Y                | A23   | F    |    |
| 2  | 05 17 00       | 05 17 00        | CHCON            | 1                 | 000412 J1         | Y                | A23   | E    |    |
| 3  |                |                 |                  |                   |                   |                  |       |      |    |
| 4  |                |                 |                  |                   |                   |                  |       |      |    |
| 5  |                |                 |                  |                   |                   |                  |       |      |    |
| 6  |                |                 |                  |                   |                   |                  |       |      |    |
| 7  |                |                 |                  |                   |                   |                  |       |      |    |
| 8  |                |                 |                  |                   |                   |                  |       |      |    |
| 9  |                |                 |                  |                   |                   |                  |       |      |    |
| 10 |                |                 |                  |                   |                   |                  |       |      |    |

**Employee Pay Rate History Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Appointment ID:   

Selection Date: 07 / 19 / 00 Pay Type:   

|    | Table Driven Pay | Grade | Step | Agency | Organization | Amount Basis | Pay Rate   | Component Pay Type |
|----|------------------|-------|------|--------|--------------|--------------|------------|--------------------|
| 1  | Y                | A23   | F    | 300    | 2350         | P            | 1,216.0000 |                    |
| 2  | Y                | A23   | E    | 300    | 2350         | P            | 1,190.5000 |                    |
| 3  |                  |       |      |        |              |              |            |                    |
| 4  |                  |       |      |        |              |              |            |                    |
| 5  |                  |       |      |        |              |              |            |                    |
| 6  |                  |       |      |        |              |              |            |                    |
| 7  |                  |       |      |        |              |              |            |                    |
| 8  |                  |       |      |        |              |              |            |                    |
| 9  |                  |       |      |        |              |              |            |                    |
| 10 |                  |       |      |        |              |              |            |                    |



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Step 3** Let's continue to look at the fields to gain an understanding of each.

**PERSONNEL ACTION** – Displays the personnel action performed on the employee.

**EMPLOYMENT STATUS** – Displays the employee's employment status.

**TITLE/SUB-TITLE** – Displays the employee's title and sub-title, if applicable.

**TABLE-DRIVEN PAY** – Indicates if the employee's base pay is table driven.

**GRADE** – Displays the employee's pay grade.

**STEP** – Displays the employee's step.

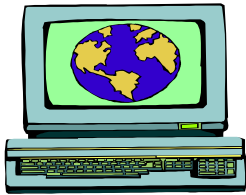
**AGENCY** – Displays the agency the employee reports to.

**ORGANIZATION** – Displays the organization the employee reports to.

**AMOUNT BASIS** – Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

**PAY RATE** – Displays the pay rate for this event. If no pay rate can be found for the employee, asterisks are displayed for base pay.

**COMPONENT PAY TYPE** – Displays the component pay type associated with this pay event.



## EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

**Employee Pay Summary Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Selection Years: From 00 To 00

Pay Type: All Pay Pay Category:

Total: 2,224.00 0.00 2,224.00 0.00 0.00

|    | Year | Pay Category | Short Description | Annual Amount | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
|----|------|--------------|-------------------|---------------|---------------|----------------|---------------|----------------|
| 1  | 00   | PMEDI        | MEDI FRNGPY       | 29.96         | 0.00          | 29.96          | 0.00          | 0.00           |
| 2  | 00   | POASI        | OASDI FRNGPY      | 128.09        | 0.00          | 128.09         | 0.00          | 0.00           |
| 3  | 00   | REGLR        | REGULAR PAY       | 2,065.95      | 0.00          | 2,065.95       | 0.00          | 0.00           |
| 4  |      |              |                   |               |               |                |               |                |
| 5  |      |              |                   |               |               |                |               |                |
| 6  |      |              |                   |               |               |                |               |                |
| 7  |      |              |                   |               |               |                |               |                |
| 8  |      |              |                   |               |               |                |               |                |
| 9  |      |              |                   |               |               |                |               |                |
| 10 |      |              |                   |               |               |                |               |                |



### NOTES



## EMPLOYEE PAY SUMMARY INQUIRY (QPSM)

The QPSM is an on-line window used to look up an employee's wages during a specified time period. This inquiry displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter. It is available for one or all of an employee's pay categories for multiple years, with the most recent year displayed first.

**Step 1** To access the QPSM, use the GO TO icon. Type QPSM in the text box below the Code column header. Select Open.

**Step 2** Populate the following field to narrow your search on the QPSM window.

**NAME** – Displays the employee's full name (last name, first name and middle initial).

**EMPLOYEE ID** - Required. Enter the employee's social security number. Type 040-71-0001.

**SELECTION YEARS: From** – Optional. Default is the current year. You can enter a year (yy) to start the display at a specific year. **To** – Optional. Default is the From year entry. You can enter a year (yy) to end the display at a specific year. You can only enter a value in this field if a value was entered in the From field.

**PAY TYPE** – Conditional. If Pay Category is entered, this field must be Not Applicable; otherwise, this field defaults to All Pay. You can enter a specific pay category type to view pay summaries for that type. Valid values are All Pay, Reimbursable Pay, Fringe Pay, Non-fringe Pay and Not Applicable.

**PAY CATEGORY** - Conditional. If Pay Type is entered, this field must be blank; optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the pay category of the employee's pay is displayed. If blank, all pay categories are displayed.

Select **DISPLAY: BROWSE DATA** to display employee information.

# EMPLOYEE PAY SUMMARY INQUIRY (QPSM)



**Employee Pay Summary Inquiry**

Name: DEFFENBAUGH, LITZI

Employee ID: 040 - 71 - 0001 Selection Years: From 00 To 00

Pay Type: All Pay Pay Category:

Total: 2,224.00 0.00 2,224.00 0.00 0.00

|    | Year | Pay Category | Short Description | Annual Amount | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
|----|------|--------------|-------------------|---------------|---------------|----------------|---------------|----------------|
| 1  | 00   | PMEDI        | MEDI FRNGPY       | 29.96         | 0.00          | 29.96          | 0.00          | 0.00           |
| 2  | 00   | POASI        | OASDI FRNGPY      | 128.09        | 0.00          | 128.09         | 0.00          | 0.00           |
| 3  | 00   | REGLR        | REGULAR PAY       | 2,065.95      | 0.00          | 2,065.95       | 0.00          | 0.00           |
| 4  |      |              |                   |               |               |                |               |                |
| 5  |      |              |                   |               |               |                |               |                |
| 6  |      |              |                   |               |               |                |               |                |
| 7  |      |              |                   |               |               |                |               |                |
| 8  |      |              |                   |               |               |                |               |                |
| 9  |      |              |                   |               |               |                |               |                |
| 10 |      |              |                   |               |               |                |               |                |



## NOTES

## EMPLOYEE PAY SUMMARY INQUIRY (QPSM)



**Step 3** Let's look at the fields to gain an understanding of each.

**TOTAL** – The total amount of pay the employee earned over the selected years is displayed. This total is broken down into five amounts: total annual amount, total amount for the first quarter, total amount for the second quarter, total amount for the third quarter, and total amount for the fourth quarter. These totals represent the grand totals of all of the selected pay summary records, even if the pay summaries displayed are from multiple years. Therefore, each quarterly total represents the total amount the employee earned in that quarter over the selected years. The total annual amount is a sum of all four quarterly totals.

**YEAR** – Displays the year the following pay category was paid.

**PAY CATEGORY** – If Pay Type is entered, this field must be blank. Optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's pay is displayed. If blank, all pay categories are displayed.

**SHORT DESCRIPTION** – Displays the pay category code.

**ANNUAL AMOUNT** – Displays the total annual amount of the pay category for the year. If the current year is displayed the total is the pay total-to-date.

**FIRST QUARTER** – Displays the total accrued pay in the first quarter (the first three months) of the year.

**SECOND QUARTER** – Displays the total accrued pay in the second quarter of the year.

**THIRD QUARTER** – Displays the total accrued pay in the third quarter of the year.

**FOURTH QUARTER** – Displays the total accrued pay in the fourth quarter (the last three months) of the year.





## EMPLOYMENT VERIFICATION INQUIRY (QVER)

| Employment Verification Inquiry |                     |                         |                      |
|---------------------------------|---------------------|-------------------------|----------------------|
| Name                            | DEFFENBAUGH, LITZI  |                         |                      |
| Employee ID                     | 040 - 71 - 0001     | Appointment ID          |                      |
| Selection Date                  | 07 / 19 / 00        |                         |                      |
| Last Personnel Action           | CHCON               | CHNG. COND.             |                      |
| Last Personnel Reason           | C02                 |                         |                      |
| Effective Date                  | 05 / 18 / 00        | Expiration Date         | 99 / 99 / 99         |
| Pay Rate                        | Employee Attributes | Appointment Information | Personal Information |
| Annual Hours                    | 2080.0000           | Annual Rate             | 29,184.0640          |
| Hours Per Day                   | 8.00000             | Percent FTE             | 1.0000               |
| Base Rate                       | 1,216.0000          | Amount Basis            | P                    |
| Pay Policy                      | 0A                  | Grade                   | A23                  |
| Step                            | F                   |                         |                      |
| Current Selection Year          |                     | Previous Selection Year |                      |
| Base                            | 00                  | Base Total              | 2,065.95             |
| Gross                           | 00                  | Gross Total             | 2,065.95             |
| Base                            | 99                  | Base Total              | 0.00                 |
| Gross                           | 99                  | Gross Total             | 0.00                 |



## NOTES





## EMPLOYMENT VERIFICATION INQUIRY (QVER)

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address and Employee Attribute windows.

**Step 1** To access the QVER, use the GO TO icon. Type QVER in the text box below the Code column header. Select Open.

**Step 2** Populate the following field to narrow your search on the QVER window.

**NAME** – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** - Required. Enter the employee's identification number. Type 040-71-0001.

**APPOINTMENT ID** - Optional. If the employee holds more than one position, an Appointment ID is assigned to an employee to identify secondary appointments. If you leave this field is blank, the displayed employee data pertains to the employee's primary appointment. If you enter an ID in this field, the employee data pertains to the identified secondary appointment.

**SELECTION DATE** - Optional. Enter the date for which you want to view employee data. This field defaults to the system date.

Select **DISPLAY: BROWSE DATA** to display employee information.

**Step 3** Let's look at the fields to gain an understanding of each.

**LAST PERSONNEL ACTION** – The last personnel action taken on the employee is displayed. Both the code and description are displayed.

**LAST PERSONNEL REASON** – The reason for the last personnel action taken on the employee is displayed.

**EFFECTIVE DATE** – The date the assignment became effective is displayed.

**EXPIRATION DATE** – The date the assignment expires is displayed.



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

| Employment Verification Inquiry |                     |                         |                      |
|---------------------------------|---------------------|-------------------------|----------------------|
| Name                            | DEFFENBAUGH, LITZI  |                         |                      |
| Employee ID                     | 040 - 71 - 0001     | Appointment ID          |                      |
| Selection Date                  | 07 / 19 / 00        |                         |                      |
| Last Personnel Action           | CHCON               | CHNG. COND.             |                      |
| Last Personnel Reason           | C02                 |                         |                      |
| Effective Date                  | 05 / 18 / 00        | Expiration Date         | 99 / 99 / 99         |
| Pay Rate                        | Employee Attributes | Appointment Information | Personal Information |
| Annual Hours                    | 2080.0000           | Annual Rate             | 29,184.0640          |
| Hours Per Day                   | 8.00000             | Percent FTE             | 1.0000               |
| Base Rate                       | 1,216.0000          | Amount Basis            | P                    |
| Pay Policy                      | 0A                  | Grade                   | A23                  |
| Step                            | F                   |                         |                      |
| Current Selection Year          |                     | Previous Selection Year |                      |
| Base                            | 00                  | Base Total              | 2,065.95             |
| Gross                           | 00                  | Gross Total             | 2,065.95             |
| Base                            | 99                  | Base Total              | 0.00                 |
| Gross                           | 99                  | Gross Total             | 0.00                 |



### NOTES

[Employment Verification Inquiry \(QVER\)](#)